

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Migrant Students	Policy: 6504	Issued: 12/6/19
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1 All eligible students who submit a timely application shall be enrolled in KIPP Nashville,
2 unless the number of applications exceeds the capacity of the program, in which case
3 enrollment preferences and a lottery shall be instituted pursuant to state law. A student's
4 migratory status shall not preclude a student from enrolling in a school. Educational
5 services will be provided for all migrant students in accordance with local, state and
6 federal laws, policies and guidelines.

7 **Procedures for Identifying Migrant Students**

8 Each parent/guardian will complete the occupational survey upon the student's
9 enrollment at KIPP Nashville and in each subsequent school year of enrollment. The
10 occupational survey data is used to identify potential migrant students who may qualify
11 for and benefit from additional services. The Director of Operations, or his/her designee,
12 shall enter this information into the Student Information System upon starting at KIPP
13 Nashville and in each subsequent school year.

14 Once the survey is returned, the Director of Operations or his/her designee should
15 complete the "For School Use Only" section at the bottom of the Occupational Survey.
16 Completed Occupational Surveys (all surveys with 'Yes,' 'No' and 'N/A' answers) must be
17 kept in the student's cumulative file at the school.

18 Any survey with one or more 'Yes' response is an indication of a potential migrant
19 student, and the Director of Operations or his/her designee must send any such surveys
20 to the appropriate district-level Special Populations Coordinator. The district-level Special
21 Populations Coordinator then sends the surveys to the Migrant Education Program
22 ("MEP"). The MEP determines eligibility and issues certificates of eligibility for the student.

23 Once this verification process has taken place and the student is certified to be Migrant,
24 the Director of Operations or his/her designee will identify the student as Migrant in the
25 Student Information System. Any change in a Migrant student's status will be updated
26 immediately by the Director of Operations or his/her designee.

27 **Procedures for Migrant Student Services**

28 Migrant students will participate in diagnostic assessments within two (2) weeks of
29 enrollment for core instructional programs to determine if any additional support
30 programs may be necessary.

1 Migrant students are eligible for all of the same student support services afforded to all
2 KIPP Nashville students following the same participation procedure, including but not
3 limited to: gifted and talented programs, special education services, counseling
4 programs, elective and fine art classes, and all Title I programs. Migrant students also
5 participate in all of the same school-based and state-required standards assessments as
6 all KIPP Nashville students.

7 In the event of complications due to a student's migratory status, KIPP Nashville schools'
8 will provide reasonable accommodations to ensure a student's ability to access student
9 support services as well as participation in school and state-required testing.

10 In addition to in-school services, KIPP Nashville's Director of Student Support will notify
11 the district-level Special Populations Coordinator of the identification of a migrant
12 student for support in identifying and connecting the student as well as his/her
13 parent/guardian to local advocacy and outreach programs.

14 KIPP Nashville will provide professional development to staff members regarding the
15 school's role in the identification of migrant students and, when applicable, providing
16 support services to migrant students.